Integrated Water Quality and Aquatic Communities Protocol – Lakes and Ponds

Standard Operating Procedure (SOP) #20: Revising the Protocol

Draft Version 1.0

Revision History Log:

Previous Version	Revision Date	Author	Changes Made	Reason for Change	New Version

This document explains how to make and track changes to the Lakes Protocol, including its accompanying SOPs. While this monitoring protocol has been developed using current standardized methodology, all long-term monitoring programs need to be flexible to adapt to changes. As new technologies, methods, and equipment become available, this protocol will be updated as appropriate. Current best practices will be weighed against the continuity of protocol information in determining revisions. Project staff should refer to this SOP whenever edits are necessary and should be familiar with the protocol versioning system in order to identify and use the most current versions of the protocol documents. All changes will be made in a timely manner with the appropriate level of review.

All edits require review for clarity and technical soundness. Small changes to existing documents (e.g., formatting, simple clarification of existing content, small changes in the task schedule or project budget, or general updates to information management handling SOPs) may be reviewed in-house by project cooperators and Klamath Network staff. However, major changes to data collection or analysis techniques, sampling design, or response design will trigger an outside review. The Project Lead should coordinate with the Klamath Network Contact to determine if outside review is needed.

Revision Procedures

The following procedures will ensure that both minor and major revisions to this document will align with the monitoring plan.

1. Discuss proposed changes with other project staff prior to making modifications. It is imperative to consult with the Data Manager prior to making changes because certain types of changes may jeopardize dataset integrity unless they are planned and executed to avoid this. Also, because certain changes may require altering the database structure or

functionality, advance notice of changes is necessary to help minimize disruptions to project operations. Consensus should be reached regarding who will be making the changes and in what timeframe.

2. Make the agreed-upon changes in the appropriate protocol document. Note that the protocol is split into separate documents for each appendix and SOP. Also note that a change in one document may necessitate other changes elsewhere in the protocol. For example, a change in the narrative may require changes to several SOPs. Similarly, renumbering an SOP may mean changing document references in several other documents. Also, the project task list and other appendices may need to be updated to reflect changes in timing or responsibilities for the various project tasks.

3. Document all edits in the Revision History Log embedded in the protocol narrative and each SOP. Log changes only in the document being edited (e.g., if there is a change to an SOP, log those changes only in that document). Record the date of the changes (i.e., the date when all changes were finalized), author of the revision, the change and the paragraph(s) and page(s) where changes are made, the (brief) reason for making the changes, and the new version number. Version numbers increase incrementally by hundredths (e.g., version 1.01, 1.02) for minor changes. Major revisions should be designated with the next whole number (e.g., version 2.0, 3.0). Record the previous version number, date of revision, and author of revision; identify paragraphs and pages where changes are made, rationale for revisions, and the new version number.

4. Circulate the changed document for internal review among project staff and cooperators. Minor changes and clarifications will be reviewed in-house. When significant changes in methodology are suggested, revisions will first undergo internal review by the project staff. Additional external review including, but not limited to, National Park Service staff with appropriate water quality, aquatic communities, and statistical expertise will be required.

5. Upon ratifying and finalizing changes:
    a. Ensure that the version date (last saved date field code in the document header) and file name (field code in the document footer) are updated properly throughout the document.
    b. Make a copy of each changed file to the protocol archive folder (i.e., a subfolder under the Protocol folder in the project workspace).
    c. The copied files should be renamed by appending the revision date in YYYYMMDD format. In this manner, the revision date becomes the version number and this copy becomes the “versioned” copy to be archived and distributed.
    d. The current, primary version of the document (i.e., not the versioned document just copied and renamed) does not have a date stamp associated with it.
    e. To avoid unplanned edits to the document, reset the document to read-only by right-clicking on the document in Windows Explorer and checking the appropriate box in the Properties popup.

f. Inform the Data Manager so the new version number(s) can be incorporated into the project metadata.

6. As appropriate, create PDF files of the versioned documents to post to the Internet and share with others. These PDF files should have the same name and be made from the versioned copy of the file.

7. Send a digital copy of the revised monitoring plan to the Network Contact and Network Data Manager. The revised monitoring plan will be forwarded to project and park staff who had been using a previous version of the affected document. Ensure that field staff has a hardcopy of the new version.

8. The Network Data Manager will place a copy of the revised protocol in the proper folder on the Klamath Network shared drive. In addition, the Network Data Manager will archive the previous version in the Klamath Network archive drive.

9. The Network Data Manager will post the revised version and update the associated records in the proper I&M databases, including but not limited to NatureBib, NPS Data Store, KLMN Intranet and Internet web sites, and the Protocol database.